

**BOARD OF  
SELECTMEN  
MEETING  
MINUTES**

**July 21, 2015**

Town Hall

Chairman Kenneth Picard; Selectman James Brochu; Executive  
Assistant, Sandra Hakala

1 The meeting was called to order at 6:00pm. Chairman Picard opened the meeting and after the  
2 pledge of allegiance reviewed the agenda.

3  
4 **MINUTES**

5  
6 **Motion #1:** Motion made by Selectman Brochu to approve the June 30, 2015 Regular Session  
7 Meeting Minutes as submitted.

8  
9 Second: Chairman Picard, Majority Action of the Board.

10  
11 **Motion #2:** Motion made by Selectman Brochu to approve the June 30, 2015 Executive Session  
12 Meeting Minutes as submitted.

13  
14 Second: Chairman Picard, Majority Action of the Board.

15  
16 **DISCUSSION ITEMS**

17  
18 **Motion to Make Annual Appointments**

19 Ms. Robinson suggested that a Parking Clerk be appointed to oversee the process and hear  
20 appeals and but that the administrative functions of the job, the process of setting up the tickets  
21 in Kelly and Ryan and taking payments be internalized. The Selectmen agreed.

22  
23 **Motion #3:** Motion made by Selectman Brochu to appoint Kelly McElreath as parking clerk.

24  
25 Second: Chairman Picard, Majority Action of the Board.

26  
27 Veteran's Agent Robin Fletcher has agreed to serve as the Director of Veterans' Graves. He is  
28 familiar with the requirements as he also performs this for the Town of Mendon. It is with the  
29 caveat though that he will not have any responsibility for the Memorial Day Parade as he is  
30 involved in Mendon's.

31  
32 **Motion #4:** Motion made by Selectman Brochu to appoint Veteran's Agent Robin Fletcher as  
33 Director of Veterans Graves.

34  
35 Second: Chairman Picard, Majority Action of the Board.

36  
37 There were five interested parties for the four openings on the reformed Library/Council on  
38 Aging Feasibility Committee. Bill Taylor, Kelly McElreath, Janice Nowicki, and Betty Consigli  
39 and Bob Fleming were all interested in being appointed to this committee.

40  
41 **Motion #5:** Motion made by Selectman Brochu to appoint Bill Taylor, Kelly McElreath, Janice  
42 Nowicki, and Bob Fleming to the Library/Council on Aging Feasibility Committee.

43 Second: Chairman Picard, Majority Action of the Board.

44

45 **INVITED GUESTS**

46

47 **6:10 PM - Public Hearing – Class II License**

48 Chairman Picard opened the Class II Public Hearing at 6:10PM for Mr. Ronald Gray, the  
49 President of Keystone Automotive who has applied for a license to sell used cars at 162 Milford  
50 Street. The current business at this location, Motuzas Motors will surrender his Class II license  
51 when the business is sold. Mr. Gray has been before the ZBA for approval on July 15, 2015 and  
52 the hearing has been continued until August 19th pending further information.

53

54 **Motion #6:** Motion made by Selectman Brochu to authorize the issuance of a Class II license to  
55 display no more than fifty cars to Ronald Gray, the President of Keystone Automotive at 162  
56 Milford Street when Mr. Motuzas surrenders his Class II license.

57

58 Second: Chairman Picard, Majority Action of the Board.

59

60 **DISCUSSION ITEMS**

61

62 **Motion to Approve Year End Transfers**

63 There were transfers made to ensure that all payroll and expense accounts are not in deficit for  
64 FY 15. The largest one is ambulance services wages. This account was not projected to have a  
65 deficit; however there was an error made in the payroll process that caused an employee to be  
66 overpaid. A repayment plan with that employee has been established, but since the fiscal year  
67 has closed those monies can't be recouped to that year. The other overages are minor and mostly  
68 related to part-time employees who for various reasons at times worked a few hours over the  
69 amount budgeted for during the year.

70

71 **Motion #7:** Motion made by Selectman Brochu to approve the following FY 14-15 end of year  
72 transfers:

TRANSFER #1	\$310	Town Accountant Expense	Town Acct Wages
TRANSFER #2	\$64	Assessor Expense	Assessor Wages
TRANSFER #3	\$1,330	Fire Department Wages	Amb. Serv. Wages
TRANSFER #4	\$5,000	DPW Parks Forestry Cem. Wages	Amb. Serv. Wages
TRANSFER #5	\$247	Board of Health Expense	Nurse Wages
TRANSFER #6	\$72	Town Accountant Expense	Amb. Serv. Wages
TRANSFER #7	\$330	Town Accountant Expense	Planning Board Wages
TRANSFER #8	\$120	Board of Health Expense	Nurse Wages - Blackstone-IMA

73

74

75 Second: Chairman Picard, Majority Action of the Board.

76

77 Motion to Approve Renewal of Hopedale Dispatch Agreement

78 Since the last meeting the Town Manager had an opportunity to discuss with the Hopedale Town  
79 Administrator regarding the terms of the renewal contract. The attached document provides for a  
80 10% increase in the fee paid to Upton in FY 16, and 3.5% increases in FY 17 and FY 18. While  
81 this is a little less in the 2nd and 3rd year than was previously proposed, it will cover  
82 employment cost increases in these years and it continues the strong relationship built with  
83 Hopedale.

84

85 **Motion #8:** Motion made by Selectman Brochu to enter into a Renewal agreement with  
86 Hopedale Dispatch as presented providing a 10% increase in the fee paid to Upton in FY 16, and  
87 3.5% increases in FY 17 and FY 18.

88

89 Second: Chairman Picard, Majority Action of the Board.

90

91 Motion to Approve Contract for Purchase of Natural Gas for Town Buildings

92 A two year agreement for the purchase of supplied electricity for Town buildings was recently  
93 signed. State law in Massachusetts allows this for natural gas as well. Research on current rates  
94 for the eleven Town accounts indicates a lock into rate below .640 cents/therm, saving about  
95 \$2,000 per year. The Town Manager requested approval for the Acting Town Manager to  
96 execute a contract if the rate received on the day of the meeting achieves something below this  
97 amount.

98

99 **Motion #9:** Motion made by Selectman Brochu to authorize the Acting Town Manager to enter  
100 into a two year rate lock agreement with Constellation within a rate of 6.00 to 6.4.

101

102 Second: Chairman Picard, Majority Action of the Board.

103

104 Review Status of Private Ways for Snow Plowing

105 The policy set up last year for the plowing of private ways included a requirement that the Public  
106 Works Department annually inspect the private ways we plow and assess whether or not they  
107 meet those requirements. A list will be posted to the Town website and notice in the newspaper  
108 so that residents are aware of the status and have time to make repairs before the Board decides  
109 whether or not the Town will plow those roads next winter. The Selectmen reviewed the  
110 enclosed list showing Breton Road and Shore Drive need some attention.

111

112 Motion to Approve Inter-municipal Agreement – Central Massachusetts Storm Water Coalition

113 Upton has participated in the coalition for a couple of years and has had a one year agreement in  
114 the last year to set out the parameters of the project and the fee. The project was largely funded  
115 by State grants which have ended, and thus the coalition needs a more permanent agreement in  
116 place in order to keep the tools and consultant services that are needed. The coalition has  
117 proposed a five-year IMA for this purpose. The Town Manager recommends that the Board  
118 execute the agreement. The small fee involved provides far more benefits than it can ever cost  
119 (GIS mapping that we use for this as well as pavement management and our street sign inventory  
120 as well as survey tools and water quality monitoring kits), as well as tools and documents that  
121 we'd need to develop anyway, which will continue to be done on behalf of all 28 towns.

122 **Motion #10:** Motion made by Selectman Brochu to approve the Inter-municipal Agreement –  
123 Central Massachusetts Storm Water Coalition for a fee of \$4000.00 annually.

124  
125 Second: Chairman Picard, Majority Action of the Board.

126  
127 Discuss Development Options – 53 Acre Parcel on Hartford Avenue South

128 On July 8th a meeting was held with Pulte Homes who is in the process of acquiring a 53-acre  
129 parcel of land on the upper portion of Hartford Avenue South for development. That parcel  
130 currently has a comprehensive permit on it to build a 120-unit development that was to be called  
131 “Noble Vista” of townhouse style housing, of which 25% would be affordable units. The  
132 Planning Board discussed this on July 14th and likes the new option proposed by Pulte, and  
133 suggests that the Selectmen and the Affordable Housing Trust provide direction to the developer.  
134 The Selectmen will continue their discussion at the next meeting.

135  
136 Discuss Donation of Land for Conservation Purposes – Meadow Drive

137 The Conservation Commission was approached about a land donation for a parcel on Meadow  
138 Drive. The Selectmen will discuss this at the next meeting.

139  
140 Motion to Execute Title VI/Nondiscrimination Assurance

141 A letter from the State Department of Transportation (DOT) regarding a request that the Board  
142 execute a confirmation that the Town will not discriminate in the projects completed with federal  
143 dollars was discussed.

144  
145 **Motion #11:** Motion made by Selectman Brochu to execute the Title VI/Nondiscrimination  
146 Assurance Agreement.

147  
148 Second: Chairman Picard, Majority Action of the Board.

149  
150 Review/release executive session minutes

151 As called for in the administrative policies, the Selectmen consider the release of executive  
152 session records for matters that are closed and there is no need for them to remain confidential.

153  
154 **Motion #12:** Motion made by Selectman Brochu to release 99.108A,108B, 108E,  
155 154,155,156,162,163 numbered in the executive session log.

156  
157 Second: Chairman Picard, Majority Action of the Board.

158  
159 Review Request for Mailbox Reimbursement – 106 Glenview Street

160 The Board had received an email from a resident at this address as a result of approaching the  
161 DPW in July looking for reimbursement of a mailbox damaged over the winter. The resident  
162 was appealing the denial due to the fact that the request came in after June 30<sup>th</sup>. State law does  
163 not allow payments to be made for prior fiscal year bills, except by a vote of 9/10 of the voters at  
164 Town Meeting. The DPW has inspected the situation and the Director has separately indicated  
165 that he is not confident that the post was hit by a Town truck.

166 No action was taken on this matter.

167

168 Motion to apply for a Demolition permit - 2 Grove Street

169 The building at this address was acquired by the Town in early March with the intent that it be  
170 torn down and the land used as parking for Town Hall in the future. The tenants have been  
171 relocated and the next step is to obtain a permit from Code Enforcement and the process for the  
172 Historical Commission to review and make a recommendation as to the building's historical  
173 significance would commence per the Town's bylaws. A decision about filing this permit is the  
174 action step for this item.

175  
176 **Motion #13:** Motion made by Selectman Brochu to authorize the Town Manager to apply for a  
177 demolition permit.

178  
179 Second: Chairman Picard, Majority Action of the Board.

180  
181 **NEW BUSINESS**

182  
183 The Selectmen recommended a professional moving firm be contracted to assist in relocating the  
184 restored Weights and Measures cabinet from the Fire Station to Town Hall that was donated by  
185 the Historical Society.

186  
187 **Motion #14:** Motion made by Selectman Brochu to fund the move of the Weights and Measures  
188 cabinet in the amount of \$1200.00 from the Risteen Beautification Fund.

189  
190 Second: Chairman Picard, Majority Action of the Board.

191  
192 Ellen Arnold reminded the Selectmen that August 29<sup>th</sup> was the 80<sup>th</sup> anniversary of the camp. The  
193 Friends and DCR are planning an event at Upton State Forest to celebrate and to unveil the  
194 National Register plaque. She asked if anyone who lived or worked at the camp during any of the  
195 periods to please let them know, they would love to have them come and share their memories.  
196 Ms. Arnold also asked the August 29<sup>th</sup> be declared Upton State Forest Day.

197  
198 **EXECUTIVE SESSION**

199  
200 **ADJOURN MEETING**

201  
202 **Motion #15:** At 7:21pm motion was made by Selectman Brochu to adjourn the regular meeting.

203  
204 Second: Chairman Picard, Majority Action of the Board.

205  
206 Respectfully submitted,

207  
208  
209 Sandra Hakala  
210 Executive Assistant